

## JOB DESCRIPTION

**POSITION: Housing Stability Advisor**

**PROGRAM: FamilySource Center**

**Salary Range: \$49,920 - \$58,236**

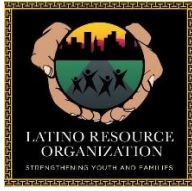
**Location: North Hollywood – Sun Valley**

**Position Summary:** – Full-time, exempt position.

The Housing Stability Advisor shall provide assistance to help rent-burdened, low-income households resolve a crisis that would otherwise lead to a loss of housing. The assistance involves an assessment of the household's current housing crisis, along with the provision of various forms of individualized and client-driven assistance, including short-term financial assistance, budgeting/financial coaching, housing search, and connection.

### **Duties and Responsibilities:**

- Triage households and conduct assessments to determine the level of service and prevention strategies
- Keeps abreast of all resources available for Homeless Prevention Program households (participants) including FamilySource Center services and external resources to ensure a holistic and excellent service provision
- Relieve each household of trepidation and serve as the voice of knowledge in each case, regardless of complexity
- Develop and oversee implementation of service plans for each household
- Ensure a comprehensive and customized implementation of each service plan
- Actively engage participants in meaningful, goal-oriented, and supportive meetings
- Educate and coach families, especially as it relates to financial capability, including but not limited to spending plans, savings, credit, and debt management
- Be resourceful in identifying and facilitating resource linkages
- Maintain thorough and accurate records via case files
- Build and maintain relationships with partner agencies, landlords, and other community stakeholders that contribute to the effectiveness and sustainability of the program
- Other duties as assigned



**Qualifications and Experience:**

- Bachelor of Arts in Education or a Social Science.
- Minimum of 3 year experience in social/human services & working in homeless service
- Maintain a non-judgmental attitude and a display of unconditional positive regard when working with persons at risk of homelessness
- Demonstrated knowledge of homeless prevention efforts and resources
- Knowledge of tenant/landlord law and tenant/landlord relations
- Ability to have a “whatever it takes” attitude when working with challenging individuals or circumstances
- Knowledge of housing assistance programs including Rapid Rehousing and Section 8
- Familiarity with Harm Reduction and Housing First models of service delivery
- Ability to network and build relationships; locate and develop housing contacts
- Ability to act as a liaison between the household participant and landlord/property owner to resolve housing issues and prevent homelessness.
- Represent Latino Resource Organization at meetings, conferences, and training: establish and maintain positive working relationship with CIFD Staff and partner agencies; regularly attend CIFD trainings and meetings.

***Additional Requirements:***

- Must have a valid California Driver’s License, Liability Insurance, and an automobile in good working condition
- Fingerprinting and TB Clearance
- CPR/First Aid Certification is a plus
- Flexible with working hours, including evenings and weekends
- Fluent in Spanish is a plus
- Experience with evidence-based programming with low-income populations; ability to write reports, track, evaluate and report finding
- Excellent communication, organizational and time management skills